

APPLICATION FOR FIRE CERTIFICATE OF OCCUPANCY

Chapter 40 of the Saint Paul Legislative Code requires all existing buildings, with the exception of owner-occupied single family houses and owner-occupied duplexes, to have and maintain a Fire Certificate of Occupancy. It further states that the owners of all buildings subject to the Fire Certificate of Occupancy requirement shall apply for a Fire Certificate of Occupancy. Failure to do so may result in enforcement action. Please complete and return this form to:

Department of Safety and Inspections
Fire Inspection Division
375 Jackson St, Suite 220
Saint Paul, MN 55101-1806

Fax: (651) 266-8951

Property Address: _____

Building or Business Name: _____

Commercial: ____ Mixed Residential/Commercial: ____ Commercial Sq. Ft: _____

Residential: ____ Number of Residential Units: ____ Number of Stories: ____

Number of Basement Levels: ____ Fire Alarm System: ____ Sprinkler System: ____

Keybox: ____ Fire Service Elevator: ____ Emergency Generator: ____

Owner Name(s): _____

Mailing Address of Owner: _____

Continued

APPLICATION FOR FIRE CERTIFICATE OF OCCUPANCY (continued)

Owner Telephone Number(s): _____ Home

_____ Cell

_____ Work

_____ Fax

Property Manager(s): _____

Mailing Address of Property Manager: _____

Property Manager Telephone Number(s): _____ Home

_____ Cell

_____ Work

_____ Fax

Additional Information: _____

Submitted By: _____

Signature: _____ Date: _____